

# GENERAL SERVICES ADMINISTRATION



*Federal Supply Service*  
Washington 25, D. C.

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Honorable Allen W. Dulles  
Director  
Central Intelligence Agency  
2430 E Street, N. W.  
Washington 25, D. C.

MAR 5 1954

Dear Mr. Dulles:

The reports of "Electric Typewriters In Use" submitted by the Central Intelligence Agency in accordance with General Services Administration Circular No. 73 dated September 10, 1953, have been reviewed and a report has been submitted to the Appropriations Committee of the House of Representatives. A copy of the report pertaining to the Central Intelligence Agency is enclosed.

One copy of each report of "Electric Typewriters In Use", with a schedule number stamped in the lower right corner, is being transmitted to you with a copy of the tabulation of these reports. The schedule numbers on the reports are also recorded on the tabulation so that each line may be related to an individual report. Any future reference relating to the reports will be by the schedule number.

In accordance with our agreement, detailed information was not submitted on electric typing machines in use. It was agreed that the Central Intelligence Agency would review each electric typewriter with a view to determining if it met the use standards prescribed by Subsection 204.06 of Chapter III, Title I of Personal Property Management Regulations of the General Services Administration. It is requested that the utilization of each typewriter which does not meet the use standards be examined with a view to obtaining utilization to meet the standards, arranging for their reassignment, justifying their retention in accordance with the use standards, or reporting them as excess.

The 77 typing machines reported as not being in use should be reviewed and either reported as excess or their retention justified.

A report setting forth specific action taken on each machine noted above is requested not later than sixty days from this date.

Very truly yours,

*Clifton E. Mack*  
Clifton E. Mack  
Commissioner

Enclosure